

	<b>Johnson Space Center Policy Directive</b>	JPD No.: 5101.1N
		Effective Date: 6/1/2009
		Expiration Date: 6/1/2014

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Compliance is Mandatory

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## **DESIGNATION OF JSC PROCUREMENT OFFICER AND REDELEGATION OF PROCUREMENT AUTHORITY**

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**Responsible Office: Office of Procurement**

### **1. POLICY**

To designate the JSC Procurement Officer and to redelegate the authority of the Center Director in procurement and related matters, implementing NASA Policy Directive (NPD) 5101.32, Procurement.

### **2. APPLICABILITY**

This JPD is applicable to the Office of Procurement; Manager, Space Shuttle Procurement Office; Manager, International Space Station Procurement Office; Manager, Institutional Procurement Office; Manager, Procurement Policy and Systems Office; Manager, Exploration Systems Procurement Office and Manager, Projects Procurement Office.

### **3. AUTHORITY**

- a. 42 U.S.C. 2473 (c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.
- b. 10 U.S.C. 2302.
- c. NPD 5101.32, Procurement

### **4. APPLICABLE DOCUMENTS**

- a. 48 Code of Federal Regulations (C.F.R.), Chapter 1, the Federal Acquisition Regulations (FAR).
- b. 48 C.F.R., Chapter 18, the NASA FAR Supplement (NFS).

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<http://server-mpo.arc.nasa.gov/Services/CDMSDocs/Centers/JSC/Home.tml>.

JSC Form JF2420A (MS Word August 28, 2006) (Revised May 30, 2007)

- c. 31 U.S.C. 3727, the Assignment of Claims Act.
- d. 14 C.F.R. Part 1260, Grants and Cooperative Agreements; and 14 C.F.R. Part 1274, Cooperative Agreements with Commercial Firms.
- e. 15 C.F.R. Part 700, Defense Priorities and Allocations System.
- f. NPR 5101.33, Procurement Advocacy Programs.
- g. 5 U.S.C. App., the Inspector General Act of 1978, as amended.
- h. OMB Circulars A-50, Audit Follow-up, and A-133, Audits of States, Local Governments, and Non-Profit Organizations.

## **5. RESPONSIBILITY**

The Director, Office of Procurement shall serve as the JSC Procurement Officer, as defined in FAR/NFS 2.101, 14 C.F.R. 1260 (Grants and Cooperative Agreements), and 14 C.F.R. Part 1274 (Cooperative Agreements with Commercial Firms) provide specific regulations.

## **6. REDELEGATION OF AUTHORITY**

a. The Deputy Center Director shall be redelegated the following authority, in accordance with applicable laws and regulations:

(1) Enter into and take other actions, subject to applicable procurement and procurement-related policies and procedures, with respect to purchases, contracts, grants, cooperative agreements, and other procurement and assistance transactions.

(2) Designate contracting officers, grant officers and contracting officer's technical representatives, and other procurement officials. Grant officers shall also be contracting officers, and will execute both grants and cooperative agreements.

(3) Make determinations and decisions with respect to procurements, grants and cooperative agreements (14 C.F.R. Part 1260) and cooperative agreements with commercial firms (14 C.F.R. Part 1274) matters under his/her jurisdiction, except those determinations and decisions required by law or regulation to be made by other authority.

(4) Exercise priorities authority on behalf of JSC in accordance with the Defense Priorities and Allocations System (15 CFR, Part 700), Department of Defense (DoD) Priorities and Allocations Manual (DoD 4400.1), the FAR and the NFS.

(5) Formulate procurement policies and develop, coordinate, and issue all JSC Procurement Instructions (JPIs), Advisory Notices (PANs), and Information Circulars (PICs).

b. The Deputy Center Director redelegates to the Associate Director (Management), the authorities described in 6a (1)-(5) above.

c. The Associate Director (Management), redelegates to the Director, Office of Procurement the authorities described in 6a (1)-(5) above.

d. The Director, Office of Procurement, redelegates to the Deputy and Associate Directors, Office of Procurement the authorities described in 6a (1)-(5) above; the Deputy and Associate Directors, Office of Procurement, shall not take any action or perform any function which by regulations is required to be taken or performed by the Procurement Officer; except when the Deputy or Associate Director, Office of Procurement, is the Acting Procurement Officer or is the Procurement Officer's designee in those instances contemplated by the applicable regulation. The Deputy Director, Office of Procurement is the JSC Deputy Procurement Officer.

e. The Director, Office of Procurement, further redelegates to the Manager, Space Shuttle Procurement Office; Manager, International Space Station Procurement Office; Manager, Institutional Procurement Office; Manager, Procurement Policy and Systems Office; Manager, Exploration Systems Procurement Office and Manager, Projects Procurement Office the authorities contained in 6a (1)-(4) above, as required for the performance of office functions assigned by appropriate authority, provided however, that the authority to sign a Certificate of Appointment for contracting officers is not redelegated to the managers of the named offices or its deputies.

f. Except as set forth in d. above, the delegations contained herein shall extend to a deputy (or an individual acting in this capacity) authorized in the absence or unavailability of the named official to exercise all of the functions, powers, and duties of the incumbent official's office.

## **7. DESIGNATION OF THE JSC PROCUREMENT OFFICER**

The Director, Office of Procurement, is the JSC Procurement Officer. In addition to the authority and the responsibility of the Procurement Officer provided for under the FAR and NFS, the JSC Procurement Officer maintains functional liaison with the Assistant Administrator for Procurement, NASA Headquarters, for purposes of NASA policy development and Center implementation thereof, and evaluation of proposed deviations from the FAR and the NFS in situations expected to be repetitive, or considered of consequential significance in a particular matter.

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The Procurement Officer serves as the central point of coordination with the Center for consistency in significant actions, problems, or other procurement matters of substance. In the absence or unavailability of the Procurement Officer, the authority of the JSC Procurement Officer may be redelegated in writing without the power of further redelegation.

#### **8. MEASUREMENT/VERIFICATION**

None.

#### **9. CANCELLATION/RECISION**

JPD 5101.1M, dated February 29, 2000

*Original Signed By:*

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Michael L. Coats  
Director

Distribution:  
JDMS